

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

Requisition No: DSS0904200
POSITION NO: 948505
CLASS CODE: 1366

Date Posted: 10/24/11
Closing Date: 11/04/11

POSITION TITLE: OFFICE SPECIALIST
DEPARTMENT NAME: NDSS/FT. DEFIANCE REGIONAL OFFICE
DEPARTMENT NO: 90 WORKSITE LOCATION: GANADO, ARIZONA
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R58A
Days: Mon-Fri Permanent: ☒
Hours: 8AM-5PM Temporary: ☐ SALARY:
Part-Time: ☐ Duration: _____ \$ 22,734.00 Per Annum
No. of Hrs/Wk: 40 \$ 10.93 Per Hour

DUTIES AND RESPONSIBILITIES:

Under direct supervision of the Program Supervisor, perform an assortment of professional clerical support duties of reasonable, but not extreme difficulty in performing a wide-scope of assignments in a social services environment; may, at times, make discrete judgment calls to resolve problems of non-technical nature; responsible for answering and screening incoming telephone calls and refer to appropriate parties; will screen clients and visitors; provide programmatic information to inquiries and concerns of services; keep supervisor abreast of urgent and pressing matters; log incoming/outgoing mail and disseminate to attention of appropriate staff; compile and prepares reports and correspondences from draft form; types various forms, such as travel authorizations, purchase requisitions, request for direct payment, mileage information, purchase orders, RDP, ICR, supply orders and other reports, as deemed necessary, and maintain follow-up on documents routed for signatory purposes.

Will maintain a variety of records and files up-to-date for accountability purposes, some of which may be of confidential nature. Will prepare bi-weekly timesheets for all personnel; take and transcribe minutes of meetings; make travel arrangements for staff and may participate in planning sessions for meetings and conferences. Attend meetings, trainings, workshops, in-service, conferences. Will perform other duties as assigned by supervisor.

QUALIFICATION REQUIREMENTS:

Education, Training and Experience:

A high school diploma or GED; supplemented by courses in general office procedures, and two (2) years general office or related experience; or an equivalent combination of education, training and experience, which provides the capabilities to perform the described duties. Some positions may require specific licenses or certifications. **(to receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diplomas, etc.)**

Physical Requirements and Work Environment: Work is performed in a typical office environment.

Special Knowledge, Skills and Abilities:

Knowledge of professional clerical office support operations; knowledge of the operation of a variety of computer software and their applications in generating correspondence and reports; knowledge of proper maintenance of records and files; knowledge and skill in the operation of office equipment, such as copier, switchboard telephone unit, typewriter, computer, etc. Skill in completing assignments given by verbal directive or in draft form; and skill in the proper usage of the English vocabulary and punctuation. (Prefer fluency in both the Navajo and English languages.)

License/Certification Requirements: preferred, but not required.

Applicant must possess a valid state drivers license and obtain a Navajo Nation Operators permit within 90 days of employment.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT (NPEA) AND VETERANS' PREFERENCE. Revised: 1-15-99